



United States Mission to the United Nations



## U.S. Department of State New York, NY

**Announcement Number: USUN-0290**

**Position Title:** General Services Specialist  
**Office and Location:** General Services Unit, New York  
**Type of Position:** Excepted Appointment  
**Series and Grade:** GG-0301- 09  
**Salary Range:** \$53,500.00 – \$69,545.00  
**Promotion Potential:** GG-09  
**Opening Date:** 11/23/10  
**Closing Date:** 11/30/10  
**Supervisory:** None

**Security Clearance Required:** If selected must be able to obtain and maintain Top Secret.

**Relocation Expenses:** This will **not be paid**.

**Area of Consideration:** ALL SOURCES

**Comments:** (1) *This is an Excepted Service Position* (2) *Incumbent will be subject to random drug testing.*

**JOB SUMMARY:** This position is located in the General Services Unit, Management Section, United States Mission to the United Nations. The General Services Office provides the full range of support services for the Mission, including supply, custodial, maintenance, rehabilitation, liaison with GSA, conference assistance, housing program, inventory maintenance for expendable and nonexpendable supplies, procurement, contracting, receiving of property, coordinating the Mission relocation, motor pool and UN credentials. The incumbent carries out general services programs for the Mission to obtain objectives; recommends general services policies, practices and courses of action; provides advice and assistance to the Ambassadors, Mission officers and staff on all matters pertaining to the assigned functions.

### DUTIES:

- Manages the Mission's conference room reservations, approving and denying requests.
- Tasks, oversees, and executes specific set-up requirements including caterers and audio-visual needs.
- Organizes and coordinates all conference support services.
- Prepares and plans for seat allocations, ensuring adequate space is available to meet section requirements.
- Assists with the Mission's UN Credentialing and Pass Program.
- Prepares and provides formal notification of accreditation to new USUN staff.
- Liaison with the UN Protocol Office and UN Pass Office.
- Prepares detailed documentation for appropriate UN passes for U.S. delegates to UN meetings and conferences.
- Assists with the administering the Mission's participation in the UN Parking Garage.
- Prepares and disseminates U.N.G.A. Delegation Circulars.
- Advises Mission employees and Department organizations of upcoming U.N. conferences.

- Arranges and negotiates preferential accommodations for members.
- Drafts, edits and publicizes Mission messages, policies and other communication for distribution.
- Serves as the primary lead on updating the Mission's post profile.
- Plans and manages the decorations (artwork, flags and other items) for the U.N. Security Council Presidency Office.
- Coordinates the section's SharePoint site.
- Assists with the cellular telephone and blackberry programs.
- Acts as the Managements Office's "Customer Service Desk"

**QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions):**  
**Applicants must have the required experience or education as described below and meet any selective factors, when specified.**

GG-9 – Applicants must have at least one (1) year specialized experience equivalent to the GG-07 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position.

Substitution of education for experience: At the GG-9 level 2 full years of progressively higher level graduate education or masters or equivalent graduate degree (such as LL.B. or J.D.)

**Qualifying experience at the GG-9 level must demonstrate the following:**

- Ability to manage all conference room reservations and plan for executing high level events the events, conferences, meetings and receptions.
- Ability to manage multiple complex projects under tight deadlines while adhering to government regulations, procedures and practices.
- Skill in facilities management, renovation and construction projects.
- Skill in space planning utilization with an emphasis on Government security regulations and green initiatives.
- Knowledge of international accreditation procedures and requirements.
- Ability to develop and propose long term plans and implementing management controls related to improving customer service, cost savings and efficiency.
- Skill to gather, analyze and evaluate information concerning general services.
- Knowledge of analytical techniques to conduct research and devise solutions to problems.
- High level of skill in maintaining effective and tactful contact and oral communications with important UN officials, Department of State officials, the Ambassadors, staff at the Mission, Congressional offices, other federal agencies, vendors, building management, and understanding of the sensitivities of their work.
- Skill in written and oral communication to facilitate document preparation and respond to inquiries.
- Skill in working effectively under the pressure of short time frames and rigid deadlines.
- Skill in operating microcomputer equipment and a variety of software to prepare correspondence, briefing materials and spreadsheets.

**Applicants must meet all qualification requirements, including time-in-grade requirements for current federal employees, by the closing date of the announcement.**

**HOW YOU WILL BE EVALUATED:**

You will be evaluated to determine if you meet the minimum qualifications required, and on the extent for which your application/resume shows that you possess the competencies associated with this position as defined below. When describing your experience, please be sure that the experience is reflective of the complexity of the knowledge you possess, the level of the people with whom you have interacted with, and the level of sensitivity of the issues you handled, etc.

You will be evaluated on the quality and extent of your experience, education, and training relevant to the duties of this position. The review of your application package is, generally, a three-step process. You will first be evaluated to determine if your background and/or education meets the qualification requirements described above.

Your examples to the job specific qualifications within your resume will be used to evaluate your competencies for this position. You may receive credit for unpaid or volunteer experience on the same basis as paid experience, provided it is directly related to the job. To receive proper credit, you must show, on your application/resume, the **actual time spent** in such activities (**hours worked per week**).

**If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED, MUST BE INCLUDED.**

**ADDITIONAL APPLICATION INSTRUCTIONS FOR VETERANS:**

If you are a Veteran you may be eligible to apply for this position. This position is announced in accordance with merit staffing procedures as prescribed by this Agency. Preference eligibility and/or Veterans Preference do not apply to internal staffing or merit promotion practices. If you are a Disabled Veteran, you must submit the following documents with your application to be considered under the VRA: **For more information regarding Veterans Preference, please visit** – <http://www.opm.gov/veterans/>

1. Member 4 copy of your DD-214
2. SF-15, Application for 10-Point Veterans Preference
3. A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

**COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.**

**ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.**

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

**(SEE NEXT PAGE FOR HOW TO APPLY)**

## HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

### JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

### PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

**Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.**

### WORK EXPERIENCE AND OTHER QUALIFICATIONS

**In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:**

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

### ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible ***must submit a current performance appraisal*** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible *must submit* proof of eligibility.
3. All applicants claiming veterans' preference ***must provide*** proof of eligibility.
4. All other applicants (non-status) ***must*** submit information identified above.

### WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 799 UN Plaza, New York, NY 10017, Attn: Human Resources Unit, Room-1229 E-mail address: mantzarisc@state.gov Fax 212-415-4393. For questions Charlotte Mantzaris 212-415-4256.

### PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask

**APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/HR BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WOULD BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.**